



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 609-1320 • FAX (928) 609-5265

VACANCY ANNOUNCEMENT

SEPTEMBER 17, 2012

#99-12

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES

POSITION: CHR SECRETARY- Community Health Representative
Department of Health & Social Services

SALARY: \$10.00 - \$15.00/HR

CLOSING DATE: OCTOBER 1, 2012

INTRODUCTION:

This position is located in the Community Health Representatives (CHR) program of the Department of Health and Social Services (DHSS). The incumbent provides clerical, secretarial, and support to management of the CHR program. The Position is supervised by and the receives guidance and direction from the manager, CHR.

DUTIES AND RESPONSIBILITIES:

- Prepare draft of final manuscripts, correspondence, reports, and other documents on behalf, of or as delegated by the manager, CHR, consistent with Federal, Tribal, State or other funding agency contractual provisions, and/or standards.
- Must have organizational skills to maintain a system of filing records, correspondence, and other historical information generated for and on behalf of the CHR program in accordance with Federal, Tribal and funding agency records-keeping standards.
- Assist in the preparation contractual proposals and programmatic planning by collecting, reviewing, and collating data, demographics, and other pertinent information.
- Receive incoming mail, log as necessary and distribute to staff; and receive incoming telephonic call and provide appropriate information as requested within scope of knowledge of the CHR activities, or direct to appropriate staff.
- Receive and document daily and monthly activity logs from CHR staff and prepare for CHR Manager's review.
- Assist in preparation of annual operating and special project/activity budget proposals and coordinate budget implementation management reconciliation, etc.
- Assist, exercising independent judgement, clients seek CHR services by providing information, referral to appropriate CHR staff or other health/service agencies, completing required forms, and securing information from client that will assist the manager, CHR in decision-making form providing services.

- Maintain a confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPPA)
- Must be able to multitask, and perform other duties and assignments as directed within the scope of duties and responsibilities, and/or department activities.

EDUCATION ND EXPERIENCE:

- High school diploma, or G.E.D.
- Completion of post-high school stenographic or secretarial program of study or minimum of two (2) years secretarial experience, and typing with and accuracy of 60 or more words per minute

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles of health services
- Possess skills in public and interpersonal relationship; oral and written communication
- Must have computer operation in applying text documents, data management, email, and other office systems.
- Possess a current and valid Arizona State Driver's License. Submit a driver history check from CRIT Tribe and State DMV.

APPLY:

C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.